

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4129

TITLE: POLICE CADET

GRADE: S-9

DEFINITION:

Under instructional supervision, participates in on-the-job training in various law enforcement functions, ie. traffic control, investigations, crime prevention, communication, first aid, and crime scene investigation procedures; performs various administrative support functions and related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Police Cadet differs from the Police Officer I in that the Police Officer I has successfully completed police officer training and functions as a sworn police officer whereas the Police Cadet performs administrative support functions as well as receiving training in various areas of law enforcement.

ILLUSTRATIVE DUTIES:

Participates in on-the-job training in the areas of traffic control, investigations, crime prevention, communications, first aid and crime scene investigation procedures;
Takes courses in how to take fingerprints and process film;
Participates in emergency vehicle operations training and firearm familiarization courses;
Assists in inventory control as well as receiving/issuing supplies;
Assists in inventorying and handling seized and stolen property, which will be used as evidence in court;
Performs various administrative functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to comprehend the fundamentals of law enforcement;
Ability to acquire a knowledge of State laws and County codes and ordinances;
Ability to learn to write accurate, concise reports;
Ability to use motor vehicles and firearms;
Ability to maintain effective relationships with fellow employees and the public;
Ability to follow written and oral instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education certified by the Virginia State Department of Education.

NECESSARY SPECIAL REQUIREMENTS

Must be a U.S. citizen or resident alien eligible for U.S. citizenship by age 21.
Must successfully complete a criminal background investigation, polygraph examination and be able to meet the public safety/police officer medical standards.
Must, within 6 months of reaching age 21, meet all eligibility requirements for Police Officer I and be selected for employment as a Police Officer I.

REVISED: September 10, 2001